

**MIDTOWN ALEXANDRIA STATION CONDOMINIUM
UNIT OWNERS ASSOCIATION**

Policy Resolution No. 15-02

(Policy Concerning the Collection of Ownership and Occupancy Data)

Whereas, under Article 3, Section 3.1 of the Bylaws: The Board of Directors (hereinafter the Board) of Midtown Alexandria Station Condominium Unit Owners Association (hereinafter the Condominium or the Association) shall have all powers and duties necessary for the administration of the Association and provides that the Board may do all such acts and things as are not prohibited by the Virginia Condominium Act, the Declaration or by the Bylaw, or required to be exercised and done by the Association;

Whereas, Article 3, Section 3.1(6) of the Bylaws provides that the Board shall have the power to adopt rules and regulations;

Whereas, Article 3, Section 3.1(3) of the Bylaws imposes upon the Board the duty and power to provide for the operation and administration of the Association;

Whereas, the Board deems it to be in the best interest of the Association to adopt a systematic and uniform procedure for the collection of ownership and occupancy data to operate and administer the Association; and

Now, therefore, be it resolved that the Board does hereby adopt the following policies and procedures governing the collection of ownership and occupancy data:

1. **Data.** The data shall include, but not be limited to, the following completed documents approved by the Board:
 - personal information form (formerly the census data sheet)
 - pet registration form (for any pets in the unit)
 - executed lease and lease addendum (for all rented units)
2. **Due Date.** The data shall be updated as necessary by the unit owner and within 10 days of a written request from the Association's management.
3. **Monetary Charges.** The Association may impose monetary charges of up to \$10 per day for a maximum of 90 days for any noncompliance of a continuing nature if the unit owner fails to provide the required documents by the Due Date.
4. **Suspension of Privileges.** In addition to monetary charges, the Association may suspend all of the unit owner's rights and privileges, including without limitation, the right to vote and to serve on the Board or any Association committee, the right to use the common elements, including without limitation all amenities areas (such as the guest parking spaces, the parking garage and resident surface parking lot, the cyber café, the party room, the grill deck, the pool, the fitness center and locker rooms, etc.), but not including any private streets or access

ways, in accordance with Section 55-79.80.2 of the Virginia Condominium Act and any due process protections afforded to unit owners pursuant to the Association's Declaration, Bylaws, or Resolutions. The suspension shall remain in effect until the unit owner provides the required documents, and the Association may charge a suspension fee for suspending and restoring amenity privileges and access for a unit on account of the failure to provide the required documents.

5. **Amenity Suspension Fee.** In the event that a unit owner fails to provide the documents following notice from management of the Association's intention to suspend access privileges (as described in the preceding paragraph), the Association may charge a fee not to exceed \$50 for suspending and restoring such privileges.
6. **Waivers.** At its discretion, the Board may grant a waiver of monetary charges or the suspension of privileges upon petition in writing by a unit owner alleging extenuating circumstances or other exceptional cause for the noncompliance. Such relief granted to a unit owner shall be appropriately documented in the Association's books and records along with the name of the person or persons representing the Board granting the relief and the conditions upon which the Board granted such relief. Waivers shall be made on a case-by-case basis upon review of particular circumstances. Any waiver on one occasion shall not be deemed or construed as a waiver in any future noncompliance of the requirement by such unit owner or any other unit owner.
7. **Due Process.** The Board shall follow the procedures specified in Policy Resolution No. 08-06 (Procedures to Ensure Due Process in Enforcement Cases), or any subsequent revisions to the Policy Resolution, prior to the imposition of monetary charges or the suspension of privileges.
8. **Effective Date.** This policy will take effect on the date of enactment.

Enacted this 15th day of May 2015.

Midtown Alexandria Station Condominium Unit Owners Association



David W. Skinner, President